

PLAISTOW PUBLIC LIBRARY
REGULAR MEETING OF BOARD OF TRUSTEES
Thursday, September 11, 2025

The Plaistow Public Library Board of Trustees held a Regular Meeting at the Library on Thursday, September 11, 2025, at 9:30 am.

Present: Megan Lee, Chair
Rosemarie Bayek, Treasurer
Jennifer Kiarsis, Secretary
Randall Mikkelsen, Member at Large
Michelle Sykes, Member at Large (arrived at 11:00 am)
Kathleen Slade, Alternate
Mary Gori, Alternate
Kathleen Slade, Alternate (voting for Michelle Sykes)

Others Present: Cab Vinton, Director
Jenn Dawley, Assistant Director

Call to Order:

The meeting was called to order by Megan Lee at 9:35 am.

Public Hearing

Megan opened the Public Hearing at 9:35 am, stating that the purpose of the hearing is to accept funds exceeding \$5,000, pursuant to RSA 202-A:4-c. She explained that the hearing is to accept a donation from the Estate of Beverly Scott, in the amount of \$70,000.

Megan invited public comment. The Board clarified that the funds were donated for general library purposes, without any time restriction.

With no further questions or comments, the Chair closed the Public Hearing at 9:43 am.

Motion to accept a donation of \$70,000 from the estate of Beverly Scott for the Board of Trustees to use at their discretion was made by Megan Lee, seconded by Randy Mikkelsen. Motion approved: Ayes 5, Opposed 0, Abstentions 0.

Secretary's Report:

The minutes of the Regular Meeting of July 10, and Special Meetings of August 6 and 20, 2025, were reviewed. Motion to approve the minutes was made by Rosemarie Bayek; seconded by Randy Mikkelsen. Motion approved: Ayes 4 ; Opposed 0; Abstentions 1.

Treasurer's Report:

6+% increase in Memorial Funds overall.

Budget over but a retirement expense offset will cut the overage by half. This comes about due to a posting differential.

Paving project to seal the parking lot will be approximately \$8,000 to \$10,000. Cab suggested that we use our Capital Reserve Account and request that the Selectboard release the actual amount from that account. Even though it is an "after the fact" expenditure, the Selectboard is expected to be okay with it. Petra Paving is the preferential vendor for paving projects for the Town and has always come in the lowest when bids have been submitted.

Budget season approaches. There has been no guidance from the Town regarding budget increases/decreases. There will be a few joint meetings of the Budget Committee and the Selectboard and the Library has in the past been invited to one of these joint meetings. The one item that Cab is concerned about is insurance. It went up 18% last year, and we are hopeful that will not be that high.

Motion to accept the Treasurer's Report was made by Megan Lee; seconded by Jennifer Kiarsis. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Correspondence and Communication:

The Personnel Committee of the Board advised that the Director's Review will be sent to the Board for review this afternoon. Review, adding comments, and return should be done by September 20, 2025.

Friends of the Library Report:

The craft fair is still on for September 20. There are approximately 35 vendors. Unfortunately it coincides with a few "Townwide Garage Sales" in the area this year. They are hopeful turn out will be good, as well as the weather.

The Friends would like to change their approach to the Timberlane Scholarships that have been awarded in the past. The Friends would prefer not to deal with the school, but directly with the Library. In the future: if there is one page qualifying, they would like to combine with the Library award; if there are two pages, they will provide an award for each; if there are no qualifying pages, there will be no award issued.

Director's Report:

The HVAC system repairs, although expensive, have been worth it. No issues.

The Sprinkler system has been fixed, and the major leak was found to be a purge valve that was the Point Source Leak. There were other small leaks that were also repaired.

Staff has requested that the Conference Room be updated and upgraded. The large conference table and the table at the back of the room would be replaced with more modular furniture that can be arranged in various ways. Turning the room into a video conferencing space, with a large TV replacing the clock, was suggested.

In addition, the carpeting in all spaces of the Library are looking shabby and should be replaced. The rug in the Nelson Room, which gets a lot of traffic by all types of groups, needs replacing again. The staff has suggested a number of alternatives to carpet for certain spaces.

Mayer Tree Service will be removing a downed limb from a tree in the back of the Library this week. The limb would impact the Friends Craft Fair being held on September 17. At the same time, they will remove a dead tree on the parking lot side of the property. Mayer will return at a

later date to assess the health of the trees on the property and provide a report on that evaluation.

Cab will be contacting the owner of GreenWorld, the landscaping company, regarding mowing mishaps that have occurred recently. He wants to review the scope of work, and bring attention to the fact that the mowers are not paying attention (going too fast, looking at cell phones) and have damaged a few of the Storybook posts. In addition, the quality of the mowing/trimming has deteriorated. The Library receives a fair price for their services, but Cab would like to make the owner aware of these mishaps.

The trench work for the sprinkler system has been completed. The irrigation system will require no excavation to winterize.

Petra Paving will be doing the parking lot on Saturday, September 13, requiring the Library to be closed. The crack sealing and seal coating will be completed on Saturday, September 13; the striping and handicap painting will be completed on Sunday, September 14.

There have been some issues with the small study rooms being used by professionals as office space to meet with clients. The policy regarding the use of the rooms would need to be addressed by the Board. Discussion continued regarding charging for the use of the rooms. Cab will send the Board the current policy regarding use of these spaces.

The Board discussed future bookkeeping needs.

Business:

The Library has hired a new page, and his name is Aiden Mercer. The Board approved his hire, and the staff is very pleased to welcome him to the team.

Motion to hire Aiden Mercer to the position of page for the Library, effective August 25, 2025 at the rate of \$13.25 per hour was made by Rosemarie Bayek; seconded by Kathy Slade. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Note taking options were brought up by Rosemarie Bayek. The current secretary is taking notes for the meetings vs hiring a minute taker. Various apps are available to assist in the note taking, which the secretary is willing to investigate.

Megan Lee has resigned as Chair of the Board, and has nominated Randy Mikkelsen to the position. Megan will remain on the Board as Assistant Chair. The Board approved this change.

Motion to accept the resignation of Megan Lee as Chair, and appoint Randy Mikkelsen to the position, and to appoint Megan Lee to be Assistant Chair of the Board, was made by Rosemarie Bayek; seconded by Jennifer Kiarsis. Motion approved: Ayes 5; Opposed 0; Abstentions 0.

Jenn Dawley joined the meeting to update the Board regarding the Meadow Project. She spoke with the Landscaper and the Landscape designer to make sure all were on the "same page" regarding the project. The Landscaper will be scraping soil only on the proposed walkways rather than the entire field, and an auger will be used by the Landscape designer to put together areas of garden with different natural and other species along the walkways. They will be presenting the proposed pathways to the Board at our November meeting.

In addition, Jenn Dawley advised that she will be contacting UNH regarding volunteers who might come and remove invasive species of plants from the field.

Last item: Cab Vinton informed the Board that he will be leaving the Library at the end of the year. He has informed staff as well. He assured the Board that he will assist us all in leaving our Library in good hands. He spoke highly of his staff and he wants to make certain that they will be a part of selecting his replacement. The Board was saddened by this news. We wish him well, but will miss him greatly. He has been an asset to the Library, the Town, and our Board and it will be a difficult task to replace him.

Adjourned at 11:30 am.

Respectfully submitted,

Jennifer Kiarsis
Secretary

FINAL